**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

**PAYOFF STATEMENT REQUESTED**

${Lien1PayoffName}

${Lien1PayoffAttn}

${Lien1PayoffAddress1}

${Lien1PayoffAddress2}

${Lien1PayoffCSZ}

RE: Borrower name:    ${Borrower1Fullname}

       Property Address: ${PropertyAddress}, ${PropertyCity}, ${StateName}

       Loan Number:       ${PropertyZip}

        File Number:        ${FileNumber}

Dear Sir or Madame:

   In connection with the above captioned matter, I am enclosing the following:  
     
    Check in the amount of $${Lien1TotalDue} representing payoff of captioned loan. Please forward cancelled documents, together with a check for recording, to our office for release.

    Please reference our case number ${FileNumber}.

    Any additional escrows should be forwarded to:     ${Borrower1Fullname}

                                                                                    Sincerely,

                                                                                     ${companyName}

                                                                                     ${UserName}